

VACANCY ANNOUNCEMENT NUMBER:

POSITION: United States Property and Fiscal Officer (USPFO), Title 10, Active Duty Army or Air Force

DUTY LOCATION: USPFO, 4201 Reedy Creek Road, Raleigh, NC 27607-6412

NOMINATING OFFICIAL: The Adjutant General (TAG), North Carolina National Guard (NCNG)

APPOINTING OFFICIAL: Chief, National Guard Bureau (NGB)

SECURITY CLEARANCE REQUIREMENT: Top Secret SBI/SCI

OPEN PERIOD: OPENING DATE: 26 March 2012

CLOSING DATE: 27 April 2012

WHO MAY APPLY: Colonel or eligible for promotion who is a member of the North Carolina National Guard or on Title X tour with the National Guard Bureau and eligible for membership. Army NG: O-5(P) Must have been selected for promotion by a HQDA promotion board), or must be eligible for a unit vacancy promotion to COL. Air NG: applicants must be "Position Vacancy" promotion eligible (Air Ward College/SSS complete TIG, etc) upon date of application submission and/or hold Senate confirmed Certificate of Eligibility (COE) for promotion to the grade of Colonel.

CONDITIONS OF EMPLOYMENT (QUALIFICATIONS REQUIRED):

- (1) Army applicants must meet IAW AR 135-18 and NGR (AR) 130-6 requirements and Air applicants must meet AFI 48-123 requirements prior to applications being forwarded for board/nomination consideration.
- (2) This position is in the Full-time Military Title 10 Active Duty.
- (3) Must be able to serve a 6-year initial tour (USPFOs may have their MRD/MSD extended up to Age 60).
- (4) Not be within 6-months of MRD/MSD on the report date of the tour, unless waived. (IAW NGB PM #09-014, Para 7c)
- (5) Must have passed a Physical Fitness Assessment within 6-months (IAW NGB PM #09-014, Par 7b & g14; AFI 36-2905, Para 2.12.1)
- (6) Qualified by character, ability, experience, and education in the fields of financial management, Federal acquisition and logistics management (adequacy of qualifications will be determined by the Chief, NGB)
- (7) Must have received formal contracting training (or be able to complete formal contracting training prior to appointment ) which will qualify applicant to supervise a contracting activity.
- (8) Must have received appropriate Grants Officer Training (or be able to complete formal grants officer training prior to appointment ) to qualify for issuance of a Grants Officer Certificate.

(9) Army applicants: Service member is not under suspension of unfavorable personnel actions (flagged) per AR 600-8-2 (IAW NGB PM # 09-014, Para 7f).

(10) Army applicants:

Must meet the Medical Retention Standards IAW Chapter 3, AR 40-501. (IAW NGB PM # 09-014, Para 7b).

Preventative Health Assessment (PHA) must be within 12 months of order start date. (IAW NGB PM #09-014, Para 7b, g14).

Human Immune-Deficiency Virus (HIV) screen taken within 2 years of order start date. HIV in MODS/MEDPROS/PIMR must show "Green". (IAW NGB PM #09-014, Par 14b).

(11) Air applicants:

Must meet the Medical Retention Standards IAW AFI 48-123.

Must be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. (IAW AFI 48-123).

An HIV test must be completed not more than 6-months prior to the start date of the tour (IAW AFI 48-123).

**Note: See NGR 130-6/ANGI 36-2 for additional information relating to USPFO appointment, duties, and responsibilities**

SPECIAL REMARKS: A selection panel will review and evaluate applications. The Adjutant General, North Carolina National Guard may recommend more than one individual (or two individuals) for review by NGB. After NGB concurs, the Governor of North Carolina will formally nominate a qualified candidate for appointment by the Chief, NGB. The candidate must be or become a member of the NCNG prior to nomination by the Governor.

PRIMARY DUTIES AND RESPONSIBILITIES: The USPFO is a federal resource manager who is tasked to support the Adjutant General's state mission while providing essential oversight of federal resources. As agent of the Chief, National Guard Bureau (CNGB), the USPFO receives and accounts for all funds and property of the United States Government in possession of the North Carolina National Guard (NCNG), and ensures that federal funds are obligated and expended in conformance with applicable statutes and regulations. The USPFO will make returns and reports on federal funds and property as directed by the CNGB and the appropriate Service Secretary. The USPFO acts as the installation/activity directors of logistics, resource management, and contracting within North Carolina and as such manages the logistics support and financial management. Upon mobilization of a supported unit, the USPFO provides

support necessary for the transition of the mobilized NCNG entity into federal active duty status until the entity's arrival at its mobilization station and will ensure support necessary for the mobilized unit on its return to home station until the entity is demobilized. The USPFO is the Transportation Officer and Technician Payroll Certifying Officer for the NCNG.

KNOWLEDGE, SKILL, & ABILITY (KSAs): Applicant's biographical summary should reflect the following:

- (1) Experienced in executive-level advisory and in fiscal/property assistance to multiple levels in military units and activities, internal and external organizations, and community (state and local) activities/agencies to ensure Federal resources are used in IAW applicable DOD, DA, and/or DAF directives as implemented by the CNGB, and the Directors of the Army and Air National Guard. Capable of developing, coordinating and implementing sound local/TAG level directives, policies and procedures accordingly.
- (2) Knowledge and experience in Logistics, Resources Management and Contracting functions
- (3) Knowledge and experience in fiscal (resource/funding) and property management to ensure effective accountability and responsible program execution. Background supports performance in the proper obligation and expenditure of all Federal funds and for safeguarding all respective Federal property in the possession of the NCNG.
- (4) Skilled and experienced in the management of Federal procurement within the state of North Carolina. Experienced in the adoption and implementation of all respective Federal procurement procedures, statutes and regulations are used in all federal acquisitions.
- (5) Skilled in initiating (where appropriate), coordinating, staffing, implementing, and monitoring grants and cooperative agreements. Knowledge, skills, and ability in the management and/or oversight of contractual-type documents.
- (6) Knowledge, skilled and experienced in fiscal and property management, quality assurance and internal review programs.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION: Applications will be evaluated solely on information supplied in the application package. All applicants that have submitted completed packages will be forwarded to TAG for consideration/nomination.

Applicants must, at a minimum, submit the following documents: If required item(s) are missing from your packet, it will be returned to the applicant due to lack of information:

- (1) NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form. (Although this form is an application for AGR, it is being used for application purposes only, as this is a Title 10 active duty position. Additional service specific application forms may be required upon formal selection for position)
- (2) Official Military Photograph (ARNG DA Photo or ANG Official Photo)

(3) Officer Biographical (BIO) Summary- IAW NGR (AR) 600-10, Appendix H (Note: ANG applicant will use the same format). Please use this format, single space BIO and attempt to get all on 2 pages.

(4) Certified copy of Officer Record Brief (ORB) (ARNG member only)

(5) Army: Certified copy of Personnel Qualification Record (ARNG member)

Air: Records Review RIP current within the last 30 days

(6) Army/Air: All OERs or OPRs for the last 3 years. Supervisor must provide a written statement or memo providing information as to why any of the applicant's OERs or OPRs are not available.

(7) Army: Certified copy of current Physical Fitness Assessment (DA Form 705 Army) within 6 months of start date.

Air: Copy of Physical Fitness Assessment current with 6 months of start date.

(8) Army: Commander's Height/Weight Statement is required showing soldier IAW AR 600-9.

(9) Army: Current MEDPROS Individual Medical Record (IMR record) printout. HIV (2 years), PHA (1 year) MUST BE GREEN.

(10) Air: AF Form 422, HIV draw within 6 months of start date and dental within 12 months. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless within 12 months at the time of entry.

(11) Army/Air: NGB 23/AF 526, Current Retirement Points Accounting Statement.

(12) DA Form 873 or JPAS Certificate to verify Top Secret Security Clearance or indication that the necessary paperwork for Top Secret has been initiated.

(13) Your application package must include a cover letter to include: a) announcement number and title of the position for which you are applying;; b) your full name, mailing address, appropriate phone numbers, last (4) of your Social Security number, and date of birth

(14) Submit application to: Joint Force Headquarters, ATTN: HRO-AGR-MD

Please see the frequently asked questions on our website or call (919) 664-6168.

(15) Applicants must type or print in legible dark ink. Sign and date each application. Failure to sign and date these forms in Original Signature will result in non-consideration. Fax will not be accepted. Applications will only be accepted if they are physically received in the Human Resources Office by 1630L hours on the closing date of the vacancy announcement. Only exception is if an applicant is deployed and serving in support of Overseas Contingency Operation missions, and the applicant will electronically submit forms digitally signed. Otherwise, no other exceptions will be made.

REMARKS: The North Carolina National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.